Signing-off on an animal use protocol (AUP) application as the departmental signatory

This quick guide describes basic navigation for departmental signatories (chair, director, dean or designate) to sign-off on an online AUP application for a researcher (faculty member).

Once signed off, the application is automatically received by Animal Ethics.

VPN Requirements:

*If you are accessing RAIS off-campus make sure that your device is connected to Virtual Private Network (VPN). Otherwise, you will be taken to a white screen with an error message.*

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<td>Access UVic-RAIS via: 1) RAIS login &amp; support page (top image), or 2) UVic’s Online tools menu (bottom image). Log-in with your NetLink ID and password</td>
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<td>On the RAIS homepage, the applications requiring your approval will be listed under the <strong>Signatory</strong> tab.</td>
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<td><strong>TIP</strong>: Click on the Protocol # to take you to the application’s project page.</td>
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| 3 | As a **Signatory** you can complete any of the following actions from the application’s project page:                                                                                                           | ![Actions](image2.png) |
|   | • View application  
   • Change signatory  
   • Send AUP back to PI  
   • Sign-off AUP  
   
   **TIP**: Look for the Actions menu on the top left corner of the application project page.                                                                                                                   |            |
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| 4 | From the Actions menu, select **View application** to access the full application.  
   **TIP:** The application form has multiple sections. Each section will expand or collapse as needed by clicking on the section header row. Or you can expand or collapse the full application by clicking on Collapse all/Expand all top right. | ![Screenshot](image) |
| 5 | If you have a conflict of interest, or are not the correct person to approve the application, select **Change signatory** from the actions menu.  
   **TIP:** Start typing the name of the new signatory, then select new signatory from the drop-down list.  
   Click **OK** to reassign the application to the new signatory. | ![Screenshot](image) |
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| 6 | Select *Send AUP back to PI* if additional clarification or information is needed.  

**TIP**: This function can also be used if you are not the correct signatory.  

*Note*: Comments can be viewed by the PI and any team member with *View and edit* access. Comments will also be visible to ACC reviewers.  

Click **OK** to return the application to the PI. |
|  | ![Send AUP back to PI](image1) | ![Send AUP back to PI](image2) |
| 7 | Select *Sign off AUP* to submit the application to Animal Ethics office for ACC review and approval.  

Click **OK**. |
|  | ![Sign off AUP](image3) | ![Sign off AUP](image4) |